Approved For Release 2001/05/11: CIA-RDP78-07181R000200020036-6

7 January 1970

PROJECT: STAFFING

SUBJECT: Position Descriptions

Position Management Control Division (PMCD), O/P, currently maintains a position description of the majority of positions within the Agency. The position description indicates the exact duties that are accomplished by the incumbent of a position.

Position Descriptions are utilized by Salary & Wage Officers when reclassifying/upgrading a position. Unfortunately, many of the position descriptions are not up-to-date due to the lack of manpower within PMCD to periodically audit all the Agency positions.

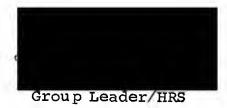
The following methods are utilized for filing position descriptions by PMCD.

- 1. Scientific and Clandestine Services Branch files position descriptions for DDP, DDS&T, and the Office of Commo in a Kardex file.
- 2. Intelligence and Support Branch files position descriptions for Office of the Director, DDI, and DDS (with the exception of the Office of Commo) in individual folders.
- 3. All position descriptions are also cross-filed under occupational groupings, i.e. all computer-related position descriptions are filed together. This filing is in accordance with Civil Service General Schedule #1 Item 7 dated 15 Dec 1967. This particular file is very seldom used, but is kept so the Agency will conform to Civil Service Regulations as much as possible.

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Position descriptions are not archived, but retained for a 5-year period when a position is abolished.

PMCD is the only office currently utilizing position descriptions and does not appear overly enthusiastic in maintaining a current consolidated filing system on all position descriptions, consequently it is recommended that no further action be taken at this time.



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